**Evidence Gathering – National Professional Standards for Teachers**

**A Checklist**

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| **Type of Evidence** | **Details** | **Check** |
| **CV** | * Include a record of your previous work experiences. |  |
| **Referees Report** | * Copies of reports from people commenting on your suitability for a position. |  |
| **Qualifications** | * A summary of your qualifications. * Certificates, diplomas, Bachelor, Master, PhD degrees. |  |
| **Training workshops you have attended.** | * Training associated with the Curriculum Standards. * Workshops you have attended on the National Professional Standards. * Workshops which focus on aspects of your teaching, eg classroom management. * Certificates of attendance. |  |
| **Lesson Plans** | * It is a good idea to have sets of lesson plans on a variety of topics. These should cover a number of standards. |  |
| **Long term planning,**  **(Unit planning).** | * It is a good idea to be able to show how your lessons fit into the semester overview, covering multiple standards. |  |
| **A *reflection* piece of evidence. (Positive aspects of a lesson and points of focus for next lesson.** | * An example may be a self development plan. |  |
| **A teaching resource** | * A game, puzzle or worksheet that you have designed. * Research activities for students * Video integrated into a lesson. * Reference to a text. |  |
| **Photos of students** | * Students should be engaged in an experiment, field trip, group activity. |  |
| **Integration of ICT into lessons** | * Use of websites * Images and videos * On line teaching * Multimedia used * Examples of students recording data electronically. |  |
| **Details of an excursion or field trip.** | * Student write up * Photos * Video |  |
| **Pieces of assessment** | * Try to gather pieces of assessment that aren’t just a pen and paper test. * Diagnostic class assessments and your reflection on them. * Formative comments on pieces of student work. |  |
| **Student Academic Data** | * Can you show added value within your teaching practice? (diagnostics given throughout the year and compared). * Annotate your findings. * Annotate how you addressed assisted students who were below the expected level. |  |
| **Records of Supervisors Lesson Observations** | * Choose those lessons that went really well. * Choose a variety over grades and time. * Your annotation should include the curriculum standards that you covered. |  |
| **An appraisal by your Subject Coordinator** | * A copy of your mid year and end of year report/conference. |  |
| **Your work within the school** | * Any committee work * A special programme that you have led. * Mentoring a colleague or a new teacher. * A workshop you have run at the school. * Mentoring staff on ICT use. * Mentoring a colleague regarding managing classroom behaviour. |  |
| **Work within the school community, and wider education community** | * Examples of bringing in outside groups to your class for a a specific purpose – police, armed forces, sports person. * An example of a business person assisting with student learning or providing learning experiences. * A statement how you report to parents or meet parents to discuss student progress. |  |
| **Your work as a member of a team** | * The minutes of departmental meeting you were involved in. * Planning input at grade level. |  |